

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for February 27, 2008
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business:
 - a. Sabbatical
- III. Application reviews and approval:
- IV. New Business:
 - a. Annual Report
- V. Next Meeting: March 26, 2008
- VI. Adjournment:

Minutes prepared by:

Approved by: _____
Vera de Oro, Chair

Agenda Professional Development Committee Meeting
April 2, 2008
GCC Library Meeting Room

- I. The meeting was called to order
- II. Old Business
 - A. Review of Applications
 - B. Review of Sabbatical Application Procedure & Process
- III. New Business
 - A. Next meeting is April 9th at 2:30 in the GCC Library.
- IV. Adjourned

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for April 9, 2008
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business:
- III. Application reviews and approval:
- IV. New Business:
 - a. Annual Report Last day for faculty to submit PDRC applications is April 25.
- V. Next Meeting: April 16, 2008
- VI. Adjournment:

Minutes prepared by:

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for April 16, 2008
Library Classroom

Call to Order

- I. Minutes from previous meetings
- II. Old Business:
- III. Application reviews and approval:
- IV. New Business:
 - a. Annual Report
- V. Next Meeting: April 30, 2008 (No meeting on April 23).
- VI. Adjournment:

Minutes prepared by:

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for April 30, 2008
Library Classroom

Call to Order

- I. Minutes from previous meeting on April 16
- II. Old Business:
- III. Application reviews and approval:
- IV. New Business:
- V. Next Meeting: May 8, 2008 at 1 p.m. for Sabbatical Leave interview.
- VI. Adjournment:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for August 14, 2007
Library Classroom

Call to Order

- I. Introduction of members
- II. New Business:
- III. Next meeting will be on Tuesday, August 21, at 2:30 p.m. (plan for two hours).
- IV. Adjournment:

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC)

Agenda: August. 28, 2007
Library Classroom

Call to Order

Old Business

- A. PDRC Goals
- B.1 Professional Development Day, Oct. 8
- B.2 PDRC Standing Operating Procedures, Code of Ethics and By-Law-
Tabled
- C. Application review –

Next Meeting: Tuesday, September 04, 2007
2:30 pm
Library classroom

Adjourned:

Minutes prepared by: _____
Sarah Leon Guerrero Aug. 28, 2007

Approved by: _____
Vera De Oro, Chair Aug. 28, 2007

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for September 4, 2007
Library Classroom

Call to Order

- I. Roll Call
- II. Minutes from previous meetings
- III. Old Business:
 - a. Professional Development Day: Christine reported on all the emails she has received from faculty:
 - b. PDRC bylaws and goals are tabled. They are due on Sep 14 per our Oversight Chair. Sarah gave members a copy of PDRC goals for consideration.
- IV. New Business
 - a. Application reviews and approvals:
 - b. Vera reported that she has submitted PDRC annual report to Dr. Rider.
- V. Adjournment:

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for September 11, 2007
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business:
- III. New Business
- IV. Adjournment:

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for September 18, 2007
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business:
 - a. PDD update on confirmed presenters are as follows:
 - b. The following potential presenters need to be followed up:
 - c. PDD schedule details:
 - HR mandatory training on sexual harassment from 9:00 a.m. to 10:30 a.m.
 - Banner training (Elaine) from 10:45 a.m. to 11:45 a.m.
 - Gen Ed update (Dr. Frank Camacho) from 11:45 a.m. to 12 noon
 - Lunch 12 noon to 1:15 p.m.
 - Concurrent session I from 1:15 p.m. to 2:15 p.m.
 - Concurrent session II from 2:25 p.m. to 3:30 p.m.
 - Dr. Rider's recognition is pending.
- III. New Business:
- IV. Adjournment:

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for September 25, 2007
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business:
- III. New Business:
- IV. Adjournment:

Minutes prepared by:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for October 2, 2007
Library Classroom

Call to Order

- I. Minutes from previous meetings:
- II. Old Business: Professional Development Day
- III. Adjournment:

Minutes prepared by:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for October 9, 2007
Library Classroom

Call to Order

- I. Old Business: Professional Development Day
- II. New Business
 - a. Spring Professional Development Day
- III. Adjournment:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for October 16, 2007
Library Classroom

Call to Order

- I. Meeting minutes of October 9, 2007
- II. Old Business: Professional Development Day
- III. New Business
 - a. PDRC applications were reviewed:
 - b. New Procurement Procedures: Joleen Evangelista will make a presentation to PDRC on Oct 30. Materials Management informed PDRC that the only local travel agencies approved for GCC travel are 1st Class and Travel Bag.
 - c. Spring Professional Development Day
- IV. Adjournment:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for November 20, 2007
Library Classroom

Call to Order

- I. No Meeting minutes for October 30
 - a. Old Business
- II. New Business
 - a. PDRC applications were reviewed:
 - b. Deadline for applications is December 4; committee recommended that chair to notify faculty via MyGCC.
 - c. Next meeting will be on December 11, 2007.
- III. Adjournment:

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Agenda for December 4, 2007
Library Classroom

Call to Order

- I. Old Business
- II. New Business
 - I. The following PDRC applications were approved:
- III. Professional Development Day
- IV. Adjournment

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for February 27, 2008
Library Classroom

Call to Order at 3:47 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Christine Matson, & Karen Sablan

Absent: Sarah Leon Guerrero & Eric Chong

I. Minutes from previous meetings: Tabled.

II. Old Business:

- a. Spring 2008 PDD – discussion took place on the positive feedback that was received as reported by Chairperson Vera de Oro. Cost for the activity was reported at about \$3,987.50 which is lower than the Spring 2007 activity. Vera will follow up with Sarah to deliver the evaluations to Rose at the Faculty Senate office to compile.

A brief discussion also took place about the Fall 2008 PDD. A possible theme for this training is “Inclusivity.” Some areas that can be addressed are marginal students, students with disabilities, and diversity. Further discussion will continue at a later date.

- b. Sabbatical – Tabled. Members were asked to read the Agreement on Sabbatical and to draft procedures for an SOP.

III. Application reviews and approval:

- a. Application reviews and approval for Patricia Terlaje, Hernalin Analista, & Rose Marie Nanpei. Applications were reviewed. All three applications placed on hold pending applicants making changes proposed by the committee members. Karen to follow-up with applicants on making the changes to their applications.

IV. New Business:

- a. Annual Report – Will work on annual report by mid-April. The possibility of having a working meeting to work on the annual report was discussed.
- b. Brown Bag Presentation proposed by Frank Camacho. No problem was seen with this proposal. It was suggested that PDD could even assist if needed with the announcement of the presentation.

V. Next Meeting: March 26, 2008

VI. Adjournment: 4:40 p.m.

Minutes prepared by: Karen Sablan

Approved by: _____
Vera de Oro, Chair

Minutes Professional Development Committee Meeting
April 2, 2008
GCC Library Meeting Room

Present: Bob Neff, Vera deOro (chair), Christine Matson, and Karen Sablan.

I. The meeting was called to order at 3:30 p.m.

II. Old Business

A. Review of Applications

1. Gil Yanger, application approved conditionally. The Chair will meet with Gil Yanger. Christine Matson moved to approve the application conditionally. Karen Sablan seconded the motion. Motion passed.
2. Yvonne Flores, application approved. Bob Neff moved to approve the application. Karen Sablan seconded the motion. Motion passed.
3. Terry Kuper, application approved. Bob Neff moved to approve the application. Christine Matson seconded the motion.
4. Faculty Senate, application approved conditioned upon the Senate providing a draft agenda.

B. Review of Sabbatical Application Procedure & Process

1. The process for reviewing sabbatical applications was discussed. The applicant for sabbatical must provide the copies of the application for all committee members.
2. The PDRC Committee will meet with the applicant on April 23rd.
3. Committee members will draft interview questions.

III. New Business

A. Next meeting is April 9th at 2:30 in the GCC Library.

The meeting was adjourned at 5:30 p.m.

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for April 9, 2008
Library Classroom

Call to Order at 3:45 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Christine Matson, Karen Sablan, Sarah Leon Guerrero & Eric Chong

- I. Minutes from previous meetings: Tabled.
- II. Old Business:
 - a. Sabbatical – Members discussed about the BOT Agreement on Sabbatical. Karen presented a draft SOP that incorporated both the Faculty Governance and Leave articles. This SOP will help sabbatical leave applicants to plan and submit the application based on the timelines stipulated in the BOT Agreement.
 - b. Members agreed a possible date to interview sabbatical leave applicant Lisa Baza-Cruz is on May 7 at 2:30 p.m.
- III. Application reviews and approval:
 - a. Karen reported that revised applications for Patricia Terlaje, Hernalin Analista, & Rose Marie Nanpei were submitted and the recommended changes were included. Bob/Karen (motioned/seconded) to approve. Motion passed.
 - b. Terry Kuper's tuition assistance for EE267 was reviewed. Bob/Eric (motioned/seconded) to approve. Motion passed.
 - c. Gil Yanger withdrew his earlier PDRC application.
 - d. Vera reported that the current PDRC available funds balance is \$11,711.62.
- IV. New Business:
 - a. Annual Report – will meet on April 16 to prepare this.
 - b. Last day for faculty to submit PDRC applications is April 25. PDRC will meet on April 30 at 3:30 p.m. to discuss applications.
- V. Next Meeting: April 16, 2008
- VI. Adjournment: 4:45 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for April 16, 2008
Library Classroom

Call to Order at 3:40 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Christine Matson, Karen Sablan, Sarah Leon Guerrero & Eric Chong

- I. Minutes from previous meetings: Feb 27, April 2 & 9 were approved (Bob/Eric – motioned/seconded).
- II. Old Business:
 - a. Sabbatical Leave Application of Lisa Baza-Cruz was distributed to members. Vera encouraged members to read the application and come up with interview questions. Please email these questions to committee members. Vera has received letters of recommendation from Dean and DC for Lisa and will make copies for members. Vera will contact Lisa to add a table of content page for her application and also to fill out the Sabbatical Guide and sign – this is to ensure she is aware of the timelines as stipulated. Vera will also announce to the GCC community to request for testimonies which must be received by May 2.
 - b. Sabbatical Leave interview for Lisa will be on May 7 at 2:30 p.m. in the library classroom.
- III. Application reviews and approval:
 - a. Application for Yvonne Flores was received and will be reviewed on April 30.
 - b. Last day to submit PDRC applications is April 25. PDRC will meet on April 30 to review the applications.
- IV. New Business:
 - a. Annual Report – tabled. Vera will email members with her input and members are to add comments as necessary.
 - b. For next meeting's agenda, PDRC is to discuss the proposal to increase tuition reimbursement from \$2,000 to \$3,000.
- V. Next Meeting: April 30, 2008 (No meeting on April 23).
- VI. Adjournment: 4:00 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for April 30, 2008
Library Classroom

Call to Order at 3:35 p.m. by Chair-elect Eric Chong

Present: Bob Neff, Christine Matson, Sarah Leon Guerrero & Eric Chong

Absent: Karen Sablan (off island) & Vera de Oro

- I. Minutes from previous meeting on April 16 were approved (Bob/Christine – motioned/seconded).
- II. Old Business:
 - a. Sabbatical Leave interview for Lisa Baza-Cruz has been postponed to May 8 at 1 p.m. in the library classroom per her request. Sarah reported that Vera has received Lisa's changes in her application as recommended by our committee. The committee discussed interview questions. Sarah will compile these questions.
- III. Application reviews and approval:
 - a. Application for Mike Setzer will be returned because it was incomplete.
 - b. Application for Barbara Mafnas was conditionally approved (Bob motioned, seconded by Eric). Barbara needs to revise her application to reflect accurate information on per diem (number of days X per diem rate).
 - c. Application for Chris Dennis was approved with a change: the number of days for per diem should be 8 instead of 9 (Christine motioned, Bob seconded).
 - d. Application for Robin Roberson was approved with a change: the number of days for per diem should be 5 instead of 6 (Bob motioned, Christine seconded).
 - e. Application for Pearl Capindo was approved (Bob motioned, Sarah seconded).
 - f. Karen Sablan's tuition assistance was approved (Bob motioned, Sarah seconded).
- IV. New Business:
 - a. Bob motioned for the tuition reimbursement to increase from \$2,000 per year to \$2,500 to include tuition, fees and books; Sarah seconded and motion carries.
 - b. The committee discussed Curriculum Committee's request for funding SLO workshops with supplies and a laptop. The committee's opinion is this should be funded out of the Academic Affairs Division since this is a requirement for accreditation.
 - c. Due to Eric's assignment to the secondary school in AY2008-9, Sarah will assume the PDRC chair's position because she will be on campus and can better serve our faculty.
- V. Next Meeting: May 8, 2008 at 1 p.m. for Sabbatical Leave interview.
- VI. Adjournment: 4:45 p.m.

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for August 14, 2007
Library Classroom

Call to Order at 2:06 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, Karen Sablan & Eric Chong

- I. Introduction of members.
- II. New Business:
 - a. Selection of Chair Elect: the committee voted to have Eric as Chair Elect.
 - b. PDRC Update and funding status:
 - i. Chair met with President Okada and informed members that FY06-07 funding has been released for approved applications. Any remaining funds from FY06-07 will most likely not roll over to the next fiscal year. Effective October 1, 2007, PDRC will have \$75,000 available (same amount as previous year). Karen reported she announced during convocation the last day to drop off applications is August 31.
 - ii. The 1st Professional Development Day (PDD) is October 8 and is fast approaching. There is a lot of work ahead. The next PDD is on February 18. Faculty needs to be surveyed for PDD topics; Human Resources may have mandatory training for our 1st PDD. Tico has the PDD evaluations from last year.
 - c. It is noted that the amount spent for last fiscal year needs to be in our 2006-7 PDRC annual report.
 - d. Committee by laws and SOPs need to be reviewed for changes. Vera will check with the past chair, Tico, for the final copy and she will send it out electronically to members. Vera also passed out a draft of the self appraisal form and senate committee evaluation form. We will need to tailor our meetings to meet these evaluation standards.
 - e. PDRC Goals:
 - i. Assess the work load of PDRC because we are responsible for the Professional Development Days as well as to review applications. We may need to consider adding more members to our committee but this will need an amendment to our contract. Karen noted that committee can make a recommendation if PDD needs to be assigned to another committee for the next academic year.
 - ii. Need to create PDRC by laws. Suggestion – follow another committee's by laws, ex. CCA as a guide.
 - iii. Plan and coordinate two Professional Development Days and evaluate them.
 - iv. Evaluate and recommend applications for approval.

- f. Karen agreed to coordinate the PDD for February 2008 (she will be on leave in September). We will need to develop a template for PDD planning and coordination; Karen will look into this. Christine will solicit ideas for PDD and will put together a survey for faculty and adjuncts.
 - g. Barbara Mafnas' application was distributed; it is time sensitive and we will need an answer by next week.
 - h. There was a discussion about allocating different funding source for chaperoning activities (when faculty accompanies students to competitions) versus personal professional development/certification activities.
 - i. Terry Kuper's application is incomplete and Karen will follow up for a complete application.
 - j. Karen suggested that we may want a meeting with the Curriculum Committee, Gen Ed, and CCA for their thoughts on SLO training. Together, we can come up with an institutional plan. Sarah offered to coordinate with these committee chairs for a meeting.
- III. Next meeting will be on Tuesday, August 21, at 2:30 p.m. (plan for two hours).
- IV. Adjournment: 3:06 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC)

Minutes: August. 28, 2007
Library Classroom

Call to Order at 2:30 by Chairperson Vera De Oro
Present: Bob Neff, Sarah Leon Guerrero, Christine Matson
Not Present: Karen Sablan, Eric Chong

Minutes from meetings held on August 14 and 21 were tabled.

Discussions from Old Business

- A. PDRC Goals
 - Tabled until next meeting
 - Bob Neff recommended that the outline be uniform and consistent.
- B.1 Professional Development Day, Oct. 8
 - Vera D. called on committee members to volunteer chairing subcommittees:
 - i. Bob Neff: Room reservations and logistics, faculty communication
 - ii. Christine: Program design, printing and distribution
Individual bios to be read at workshop site
 - iii. Sarah: Certificates, on campus solicitation for door prizes and assistance from student organizations
 - iv. Vera – Contact: Cathy G. – for communications and door prize solicitations
Bobbie LG – assistance from student organizations
Barry – food
 - Pending: Call for Proposals, Speakers
Agenda (scheduling) for PDD
 - Other discussions included having a raffle to encourage faculty to remain and return after lunch. Raffle prizes may include gifts from off-campus and on campus, such as cosmetology, automotive, and culinary.
 - Tentative Schedule:
 - 8:30 – 9:00 Registration and sign in
 - 9:00 – 12:00 HR Presentation
 - 12:00 – 1:00 Lunch
 - 1:00 – 2:00 Concurrent session 1
 - 2:10 – 3:10 Concurrent session 2
 - 3: 15- 5:00 Roast for Dr. Rider
- B.2 PDRC Standing Operating Procedures, Code of Ethics and By-Laws –Tabled
Motioned made by Bob Neff to table discussions until next meeting; seconded by Christine M. Motion passed.

C. Application review –

- a. Barbara Mafnas – approved for off- island training(06-07)
- b. Clare Camacho – tuition assistance -must reapply at new fiscal year
- c. Terry Kuper – tabled
- d. Lisa Baza-Cruz – approved for tuition assistance (06-07)

Next Meeting: Tuesday, September 04, 2007
2:30 pm
Library classroom

Adjourned: 3:30

Minutes prepared by: _____
Sarah Leon Guerrero Aug. 28, 2007

Approved by: _____
Vera De Oro, Chair Aug. 28, 2007

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for September 4, 2007
Library Classroom

Call to Order at 2:30 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, Karen Sablan & Eric Chong

- I. Roll Call
- II. Minutes from previous meetings – tabled.
- III. Old Business:
 - a. Professional Development Day: Christine reported on all the emails she has received from faculty:
 - i. Karen spoke with Joann Muna about HR’s mandatory training for PDD (ex. Sexual harassment) and inquired if 1.5 hours will be enough. Joann will give an answer later.
 - ii. Bunny Sgambelluri emailed suggestions for PDD; ex. “how to” policies, training for Banner, SLOs, MyGCC (some of these hands-on training may require longer sessions).
 - iii. Pilar Pangelinan also emailed with a suggestion to get the new AVP to talk about his/her goals. However, we are not certain if the new AVP will be hired by Oct 8.
 - iv. Carol Cruz emailed her recommendations to have a speaker talk about the military expansion on island. Karen proposed that this may be better for the next PDD.
 - v. PDD Theme: “Thirty and Thriving” was brought up to celebrate GCC’s 30th anniversary.
 - vi. Bob reported that the library techs will be able to help with room set up and Wes Gima will be asked to help with the A/V needs.
 - vii. Christine requested that ideas for program design be given to her as soon as possible. She will use Karen’s format from last year. Sarah suggested approaching VisCom students to help but we agreed that there was not enough time.
 - viii. Vera reported that spoke with Cathy Gogue about door prizes and it is all right to solicit for them. Vera will draft a solicitation letter. Vera inquired with Mary Okada about using funds for promotional items. Administration may have MyGCC t-shirts available for promotion or door prizes.
 - ix. We will approach Bobbie Leon Guerrero to get student organizations to help out for PDD.
 - x. Vera has contacted Chef Kevin about catering. Our food budget is from \$1,000 to \$1,500 and this amount must be encumbered as soon as possible. There is no need for quotes if our culinary arts program uses this as an educational event.

- xi. Karen and Eric will be responsible for the Call for Proposals. The deadline for proposals is 9/14/07. We will use MyGCC and emails to reach potential presenters. We will ask Cathy Gogue to announce our call for proposal to the community as well so that we can have “fun” presentations such as yoga, wellness, dancing, etc.
- xii. Sarah stated that Marsha is working on a SLO presentation.
- b. PDRC bylaws and goals are tabled. They are due on Sep 14 per our Oversight Chair. Sarah gave members a copy of PDRC goals for consideration.

IV. New Business

- a. Application reviews and approvals:
 - i. Karen/Bob (M/S) to approve the following:
 - Terry Kuper’s \$482.00 tuition assistance;
 - Tico Tenorio’s \$360.00 tuition assistance;
 - Clare Camacho’s off-island conference funding \$3,691.56 (Karen recommended we approve Clare on the condition that she complete her 2 proposals from a former trip request); and
 - Marsha’s off-island conference funding \$3,470.56 (Christine raised a question about Marsha’s airline quotes dates were different and crossed off. We concluded that Marsha’s application is approved with the condition that the airfare is as close to the approved lowest airfare in her quotes).
 - b. Vera reported that she has submitted PDRC annual report to Dr. Rider.

V. Adjournment: 3:50 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for September 11, 2007
Library Classroom

Call to Order at 2:30 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, Karen Sablan & Eric Chong

- I. Minutes from previous meetings: Sarah/Bob (M/S) minutes from August 14, 2007 were reviewed and approved.
- II. Old Business:
 - a. Elaine Fejerang (guest) said that ITC recommends extending PDD to staff because they can benefit from this as well (enhance their skills and boost morale) and in the spirit of shared governance. Karen brought up the concern that a staff coordinator will need to be identified to find out staff's needs and questioned if the multipurpose auditorium can accommodate everyone (Yes, MPA can hold staff and faculty). Bob concurred with Karen because we will need help with logistics. Finally, the committee agreed that October 8 is too soon to include staff for PDD and the February PDD may be better. Elaine will ask Wes if he has ideas to include staff for this coming PDD; Elaine added that Wes spoke with GCC president and she liked the idea of including staff at PDD. Currently, we still do not have the proposals in from presenters and do not know what we will be offering for the concurrent sessions yet. Bob will confirm the room needs at the Tech Center once we have the proposals. Vera requested that the MPA be set up just like the last PDD; Elaine will assist with the A/V needs. Elaine will be presenting on the Banner during the general session and if necessary, offer a hands-on concurrent session in the afternoon.
 - b. The tentative PDD schedule is as follows:

8:30 – 9:00 a.m.	Sign in
9:00 – 10:30 a.m.	HR mandatory training
10:40 – 11:40 a.m.	Banner presentation
11:45 a.m.-12:45 p.m.	Lunch
1:00 – 2:10 p.m.	Concurrent session I
2:20 – 3:30 p.m.	Concurrent session II
3:45p.m. - ?	Farewell for Dr. Rider?

Vera will ask the president if there is funding for Dr. Rider's farewell.
 - c. To date, these are the possible presenters and suggestions:
 - Steve Lam – Gradebook;
 - Marsha Postrozny – 2 presentations on SLOs and curriculum;
 - New Faculty Orientation panel (Service learning, accommodative services, Project Aim, etc. and tips for new faculty);
 - Christine Matson – EBSCO;
 - Vera will find a presenter for yoga;

- Sarah will contact PEACE presenters for tobacco/alcohol issues;
 - Karen will ask Rolly about his blogging and technology presentation;
 - Vera will ask Clare Camacho to present about PDRC tuition assistance, sabbatical, and off-island conference applications;
 - Eric will ask Bobbie LG to present about SkillsUSA opportunities;
 - Eric will ask Geri James about Center for Civic Engagement; and
 - Customer Service for GCC faculty and staff.
- d. Vera reported that she sent a draft of the solicitation letter to Cathy Gogue to get door prizes (gas cards, movie passes, Payless, restaurants, Bestseller). Vera will confirm with the President to give the opening remarks.
- e. Karen will bring the PDD Checklist at our next meeting.
- f. Vera informed us that she is still waiting for a catering contract from Chef Kevin.
- g. Vera announced that PDRC will not need to have by laws as our SOP will suffice according to our Oversight Chair. She also shared GCC's goals with us and noted that our committee's goals must be aligned to them (#3 seemed to be the best fit).
- h. Discussion about Marketing department's application followed; Bob/Sarah (M/S) to approve the payment for the instructor's fee and materials (total \$1,060) but denied the stipend/lunch. They are to resubmit PDRC applications with the payback documents.
- i. The committee agreed to postpone the travel agent's presentation about travel policies and how to book for the best fares till after October's PDD.
- III. New Business – tabled.
- IV. Adjournment: 4:00 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for September 18, 2007
Library Classroom

Call to Order at 2:35 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, Karen Sablan & Eric Chong

- I. Minutes from previous meetings: Sarah/Christine (M/S) minutes from September 4, 2007 were reviewed and approved.
- II. Old Business:
 - a. PDD update on confirmed presenters are as follows:
 - Steve Lam – Gradebook
 - Marsha Postrozny – SLO
 - Marsha Postrozny - Curriculum template
 - Bobbie Leon Guerrero – SkillsUSA
 - Evlive Tyler – Project Aim
 - New Faculty Orientation panel
 - b. The following potential presenters need to be followed up:
 - John Armstrong – Gen Ed (during general session?)
 - Wes Gima (concurrent session)
 - Vera – Wellness with yoga
 - c. GCC President is recommending our staff participate in this October PDD for the mandatory HR training in the morning. The President's office will pay for the breakfast to cover the difference for including the staff. Total number of GCC employees is 217. Joann Muna also made a suggestion for staff to participate in the Banner training during general session. Vera noted that we will need two more price quotes for lunch when the amount is over \$500. We will only be having fruits and refreshment for breakfast. The campus will be shut down during the mandatory training. Vera informed members that the president emailed her about assigning a staff member to assist PDRC in the coordination for the February PDD when staff will be participating.
 - d. PDD schedule details:
 - HR mandatory training on sexual harassment from 9:00 a.m. to 10:30 a.m.
 - Banner training (Elaine) from 10:45 a.m. to 11:45 a.m.
 - Gen Ed update (Dr. Frank Camacho) from 11:45 a.m. to 12 noon
 - Lunch 12 noon to 1:15 p.m.
 - Concurrent session I from 1:15 p.m. to 2:15 p.m.
 - Concurrent session II from 2:25 p.m. to 3:30 p.m.
 - Dr. Rider's recognition is pending.
 - e. Christine will need PDD schedule to be finalized by October 4.
 - f. Karen and Eric will meet to finalize the presenters on October 1 at 9 a.m. Bob will then confirm the A/V needs. He will also email PDD schedule to

all faculty. It is agreed that HRO will take care of the sign-in since faculty and staff are required to attend the mandatory training. Joann is determining the possibility of putting together a retirement/benefits expo from 12:30 p.m. to 4:30 p.m. at the MPA. She will be responsible to contact presenters for this expo.

- g. We will need to send a copy of our PDD agenda to Dr. Rider when everything is finalized.
- h. Sarah announced that the PDD certificates are completed! She also contacted Bobbie Leon Guerrero to get the assistance of student organizations to help out with logistics (change signs, gofer, etc.)
- i. Vera reported that Cathy Gogue discouraged us from soliciting from off campus; we will need to scout for promo items/door prizes on campus instead. Christine inquired if we could use our funds to purchase gift certificates (No, PDRC funds not intended for this purpose). Finally, the committee decided that we will not have any door prizes because this was not done last year.
- j. The committee discussed and agreed to pay for the staff's lunch; we will set our lunch count at 200. Vera was excited about the menu put together by Chef Kevin for our luncheon. Karen confirmed that we will not be required to get three quotes for our luncheon because this will be considered as an educational activity for our Culinary Arts students.

III. New Business:

- Karen discussed with Sally Sablan, Chair of Calendar Committee, about the pros and cons of moving the Spring PDD to April. PDRC chose February because it is a federal holiday/make-up day for GPSS. April is a little too late as faculty will be busy wrapping up with the semester and the impact of the professional development activity will be lessened. Bob recommended the spring PDD to have a new and refreshing theme (ex. Faculty senate/governance training) and proposed that the Faculty Senate play an active role by recommending a speaker. Karen reminded members that if the Faculty Senate's intention to move PDD to April is to garner enough faculty votes, the contract has provision to allow the Faculty Senate to convene a faculty meeting in April for that purpose. Karen was concerned that secondary faculty may not be able to attend if the spring PDD is moved to April.
- Vera led members in a brain storm for the spring PDD theme and we all agreed to focus on the military buildup; the potential speakers are Congresswoman Bordallo or Captain Lee who is the coordinator of this military movement.

IV. Adjournment: 3:40 p.m.

Minutes prepared by: Eric Chong

Approved by: _____
Vera de Oro, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for September 25, 2007
Library Classroom

Call to Order at 2:35 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, & Eric Chong

Absent: Karen Sablan (on leave)

- I. Minutes from previous meetings: Sarah/Bob (M/S) minutes from September 11 and 18, 2007 were reviewed and approved with minor revision.
- II. Old Business:
 - a. Vera informed members that the Faculty Senate has a new secretary who will be responsible to upload our meeting minutes.
 - b. PDD update:

The following concurrent sessions have been confirmed:

 - Steve Lam – Gradebook
 - Clare Camacho – SLO
 - Marsha Postrozny - Curriculum template
 - Bobbie Leon Guerrero – SkillsUSA
 - Elvie Tyler – Project Aim
 - New Faculty Orientation panel (for 11 new faculty)
 - Promotions Committee
 - Sarah LG & Tico Tenorio – PDRC application process
 - Vera – Wellness with yoga
 - Christine – EBSCO
 - Calendar Committee

Christine will need PDD schedule to be finalized by October 4.
 - c. PDD room set up - Bob reported that the MPA will be set up on Friday, 10/5/07, by 3 p.m.
 - d. PDD door prizes - Vera said that Cathy Gogue will give us 20 door prizes/giveaways for PDD. Ron Abshire is willing to donate cosmetology certificates too.
 - e. PDD survey – Vera will design and send out electronically.
 - f. PDD sign in sheets – Vera will remind HRO to prepare sign-in sheets.
 - g. PDD supplies – Vera will get petty cash for miscellaneous supplies.
 - h. PDD luncheon – PDRC appreciates Johanna Camacho’s help in obtaining price quotes.
 - i. Recognition for Dr. Rider – John Armstrong will present a resolution during lunch.
 - j. PDRC funds – approximately \$10,000 has been approved from the past four weeks.
 - k. PDRC application– Rick Skipper will be resubmitting an application.
- III. New Business:
 - a. Vera proposed timelines for submission of applications. Bob/Sarah (M/S) approved the timelines. Vera will notify all faculty via email.
- IV. Adjournment: 3:40 p.m.

Minutes prepared by: Eric Chong

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for October 2, 2007
Library Classroom

Call to Order at 2:35 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, Karen Sablan & Eric Chong

- I. Minutes from previous meetings: Bob/Sarah (M/S) minutes from September 25, 2007 were reviewed and approved.
- II. Old Business: Professional Development Day
 - a. Joey Munoz made a brief presentation about the recycling program on campus and requested that Peggy Denney be given an opportunity to present the “*i-recycle*” program to our staff and faculty at PDD. Committee agreed to include Peggy Denney from 8:45 – 9:00 a.m.
 - b. Committee discussed and finalized PDD schedule (handout). Karen gave an update on the room utilization chart for concurrent sessions.
 - c. Retirement/Benefits Expo will be from 1:00 – 4:30 p.m. on 2nd floor of Tech Center.
 - d. Bob will email campus about PDD.
 - e. Christine will distribute PDD flyer on campus.
 - f. Vera suggested that a call for proposal for Spring 2008 be included in faculty’s packets.
- III. Adjournment: 4:00 p.m.

Minutes prepared by: Eric Chong

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for October 9, 2007
Library Classroom

Call to Order at 2:40 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, & Eric Chong

Absent: Karen Sablan

- I. Old Business: Professional Development Day
 - a. Sarah will take care of the PDD evaluations.
 - b. We spent about \$3,000 for food (we guaranteed for 200 guests).
 - c. Post PDD reflections:
 - i. What worked?
 1. Having staff join faculty for PDD.
 2. Retirement/Benefits Expo was helpful.
 3. We had sufficient students as conference helpers.
 4. Presenters appreciate the certificates.
 5. The catered food was good and more than enough.
 6. Gil was an entertaining MC for Dr. Rider's recognition.
 7. Door prizes were a hit.
 8. PDRC teamwork.
 - ii. What could be better?
 1. Make afternoon sessions more interesting.
 2. Faculty listing for sign-in was incomplete and not up-to-date.
 3. Room 1115 did not have good lighting for a break-out room.
 4. Faculty senate did not have a resolution ready for Dr. Rider.
 5. Presenters who used laptops had network challenges.
 - iii. What are the changes we need to make?
 1. Move the stage closer to lighting in the MPA.
 2. Provide 30 mins. for department meeting before lunch.
 3. Provide name tags to all participants.
 4. Include opening remarks from an administrator.
 5. Have an ice breaker or mixer at the beginning.
 6. Play upbeat music.
 7. Inform presenters that they can apply for funding for supplies.
- II. New Business
 - a. Spring Professional Development Day
 - i. We will need to contact potential keynote speakers, ex. Congresswoman Bordallo.
 - ii. PDRC members to consider doing different roles for PDD planning and execution.
 - iii. The topic of diversity for a general session.
 - iv. Consider concurrent sessions in the morning and end off with a keynote speaker at lunch.
 - b. We will invite Joleen Evangelista to our next meeting to learn about new policies on TAs, per diems, and price quotes.
 - c. Vera handed out Carol Cruz's application and we will discuss at our next meeting.
- III. Adjournment: 3:25 p.m.

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for October 16, 2007
Library Classroom

Call to Order at 2:40 p.m. by Chairperson Vera de Oro

Present: Bob Neff, Vera de Oro, Sarah Leon Guerrero, Christine Matson, & Eric Chong

Absent: Karen Sablan

- I. Meeting minutes of October 9, 2007 approved (Bob motioned; Chris seconded)
- II. Old Business: Professional Development Day
 - a. Vera asked members to give an estimate of hours expended for PDD (exclusive of our regular weekly meeting).
 - b. Members reviewed a list of people to acknowledge for their assistance at PDD.
 - c. Chris will amend the PDD program (the cancellation of Digital photography, calendar committee and the inclusion of Google Earth presentation) and email to members.
- III. New Business
 - a. PDRC applications were reviewed:
 - i. Carol Cruz – approved; Bob/Chris (M/S)
 - ii. Dr. Frank Camacho – approved; Bob/Chris (M/S)
 - b. New Procurement Procedures: Joleen Evangelista will make a presentation to PDRC on Oct 30. Materials Management informed PDRC that the only local travel agencies approved for GCC travel are 1st Class and Travel Bag.
 - c. Spring Professional Development Day
 - i. Sarah and Eric will serve as co-chairs.
 - ii. Vera will take care of presenters.
 - iii. Bob and Chris will keep their same roles.
 - iv. Potential presenters:
 - 1. Dr. Frank Camacho
 - 2. Carol Cruz (diversity)
 - 3. Dr. Bellas (Julie Stein to contact)
 - 4. Greg Manglona (safety)
- IV. Adjournment: 3:35 p.m.

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for November 20, 2007
Library Classroom

Present: Bob Neff, Karen Sablan, Christine Matson, & Eric Chong

Absent: Sarah Leon Guerrero, Vera de Oro

Call to Order at 2:40 p.m. by Chair-elect Eric Chong (quorum established)

- I. No Meeting minutes for October 30 – Joleen Evangelista of Materials Management presented the new Standard Operating Procedures for Travel Authorization. Joleen will email PDRC a copy of the SOP.
 - a. Old Business: None
- II. New Business
 - a. PDRC applications were reviewed:
 - i. Susan Seay – approved with corrections; Christine/Bob (M/S). Eric will email Susan with the revisions needed.
 - b. Deadline for applications is December 4; committee recommended that chair to notify faculty via MyGCC.
 - c. Next meeting will be on December 11, 2007.
- III. Adjournment: 2:50 p.m.

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes for December 4, 2007
Library Classroom

Present: Bob Neff, Karen Sablan, Christine Matson, Eric Chong, Sarah Leon Guerrero, & Vera de Oro

Call to Order at 2:36 p.m. by Chair.

- I. Old Business
 - I. Minutes of last meeting of November 20 was approved (Sarah/Bob – M/S).
- II. New Business
 - I. The following PDRC applications were approved:
 - i. Sarah Leon Guerrero (Bob/Chris – M/S)
 - ii. Cathy Leon Guerrero (Karen/Bob – M/S)
 - iii. Sally Sablan (Sarah/Bob – M/S)
 - b. Committee returned Pilar Pangelinan's application for revision.
- III. Professional Development Day
 - I. Discussed about GCC's 30th anniversary celebrations in the previous week will impact PDD. Ideas that were brought up:
 - i. abbreviated day
 - ii. Off campus location
 - iii. Get the Curriculum Committee to lead in presentations (SLOs) due to accreditation
 - iv. Get a keynote speaker to talk about curricula
 - v. Teambuilding activities
 - vi. Poster board presentations from recipients of PDRC funds during lunch
 - II. Sarah will get quotes from hotels (Hilton, Nikko, Sheraton, and Onward); she will also approach Curriculum Committee for ideas and recommendations.
 - III. Karen will speak with Joann Muna to postpone any mandatory training for this PDD.
 - IV. Vera will ask AVP to get his input for PDD.
 - V. Tentative Schedule:
 - i. 8:15 – 9:00 a.m. Breakfast/registration
 - ii. 9:00 – 9:20 a.m. Opening remarks from AVP
 - iii. 9:30-10:00 a.m. Curriculum Committee presentation
 - iv. 10:00-10:20 a.m. break
 - v. 10:30 – 11:30 a.m. keynote speaker
 - vi. 11:30 – 1:30 p.m. Lunch & poster board presentations
 - vii. 1:30 – 3:30 p.m. Teambuilding skills
 - VI. Vera will upload revised PDRC forms to MyGCC with the help of Cathy Gogue.
 - VII. Adjournment at 4:10 p.m. (Christine/Sarah – M/S).

